

The Altair logo consists of two overlapping purple circles. The word "Altair" is written in white, sans-serif font across the circles.

Altair

Group Treasury Committee Members

The Riverside Group Board Ltd

Recruitment Pack

June 2017

The Riverside logo features a stylized teal 'R' icon to the left of the word "Riverside" in a bold, black, sans-serif font.

Riverside

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1 | Welcome letter

The Riverside Group Limited (Riverside) is one the UK's leading social housing and regeneration organisations, owning or managing over 50,000 properties from Kent in south east England to Irvine on the west coast of Scotland. In 2016, Riverside had a turnover of £365 million and employed 2,711 staff.

Riverside is a complex structure with funding arising at different levels in the Group. We have an existing loan portfolio of over £750m comprising of bank loans and bond finance and are currently rated Aa3 by Moodys (we share the highest ratings of all housing associations with only one other provider in the sector). Riverside's Board has recently adopted an exciting new business plan which will require over £200m in new finance over the next four years to fund its increased build programme.

The Treasury Committee currently comprises three members. Phil Han and Bob Towers are due to retire in early 2018 which leaves our Chair and Group Treasurer Susan Jee needing two new members to support our Treasury work.

Ideally, one member will have a corporate treasury background and the other capital markets/banking experience (of course, the two are not mutually exclusive). Both members will be professionally qualified, have in-depth and senior-level experience and significant achievement as a non-executive or corporate board director in a large and complex organisation. Housing sector experience isn't essential but candidates must evidence an interest in how a housing association operates and the key funding issues affecting the sector. The ability to provide support and challenge to the executive team is a pre-requisite.

The Treasury Committee meets as and when needed and this averages two to six meetings a year plus occasional ad hoc meetings for urgent matters. Members of the Committee will also need to commit to two days per year for induction, appraisal and training/development activities. The Committee is serviced by the Group Financial Controller and Head of Treasury, in close collaboration with Riverside's Chief Finance Officer (this position is currently held by Rosemary Farrar on an interim basis).

If you would like to provide support and challenge as we deliver our new treasury strategy please contact our retained recruitment consultant at Altair for a confidential discussion about becoming a treasury committee member at Riverside.

Yours sincerely,

Carol Matthews
Group Chief Executive

2 | About Riverside

The Riverside Group Limited is one of the UK's leading social housing and regeneration organisations, owning or managing over 50,000 properties from Kent in south east England to Irvine on the west coast of Scotland. In 2016, Riverside had a turnover of £365 million and employed 2,711 staff.

Riverside will be 90 years old in 2018 and The Riverside Group was formed in 2001 and this was followed by a period of rapid growth during which six other housing associations joined RHA as part of the Group: Community Seven, Bowlee Park Housing Association, Berrybridge Housing, Lee Valley Housing Association, Carlisle Housing Association and Newcastle and Whitley Bay. English Churches Housing Group joined the Group as a subsidiary in 2006. In 2010 it too amalgamated with Riverside, and now operates as Riverside Care and Support, our nationally respected care and support business.

Purpose

"To provide a range of homes and wider support services for people who can't fully meet their needs through the housing market"

Vision

"Transforming lives, revitalising neighbourhoods"

Values

We see ourselves as:

- **people-focused:** empowering our diverse customers and colleagues to fulfil their potential
- **courageous:** taking responsibility for our decisions and actions, standing up for those without a voice
- **trusted:** strong collaborators, acting with honesty and integrity
- **ambitious:** pushing ourselves to do more and be better

Corporate Plan

Riverside's 2017-20 Corporate Plan provides the framework and sets out the next steps of Riverside's journey. In its corporate plan, Riverside identifies key themes that can be translated into three objectives:

- **Stepping up supply** for future customers and the taxpayer. Helping to end the housing crisis, doubling our house-building programme in three years and then doubling it again in ten.
- **Customers first** for our existing customers. Making customers and communities our priority by working in new ways, completing our modernisation programme, rolling-out online repairs services.
- **Neighbourhoods matter** for communities and local partners. Closing the gap between our best and worst performing places: three major regeneration programmes, investing in the physical fabric and community whilst creating a coherent story for all our neighbourhoods.

3 | Draft terms of reference for the Group Treasury Committee

Purpose:	The role of the Committee is to advise the Board on significant technical or complex treasury issues
Matters reserved for the Board which the Committee advises the Board on	<ol style="list-style-type: none"> 1. Considering and recommending The Riverside Group Limited (TRGL) Board approval of interest rate risk management instruments i.e. derivatives 2. Overseeing the raising of finance by the Group, including the recommendation of the relevant Boards' approval of specific loans and any other finance facility and the terms and conditions attached to those loans or facilities 3. Reviewing significant matters proposed for TRGL Board consideration, specifically, those with technical or complex treasury issues, and making appropriate recommendations to the TRGL Board 4. Reviewing every three years its terms of reference and effectiveness and recommending any necessary changes to the TRGL Board
Matters specifically delegated to the committee by the Board	<ol style="list-style-type: none"> 1. Recommending approval of subsidiary treasury strategies to the relevant subsidiary boards 2. Discharging any other responsibilities relating to the treasury affairs of the Group as required from time to time by the TRGL Board
How often meetings are held	As required
Chair of the Committee (and who, if anyone, may not chair it)	Treasurer of TRGL
Composition of the Committee (and any restrictions on membership of it)	Members of the TRGL and subsidiary Boards with appropriate skills, together with any external co-optees as deemed necessary by the Committee and/or the TRGL Board to provide specific technical expertise
Number of members	At least two
How the committee is appointed	By the Board of TRGL
Quorum	Two members of the Group Treasury Committee
Additional points	The Group Treasury Committee makes use of the provision in Rule D41 of the constitution of TRGL to allow Committees to make decisions by written resolution between meetings

4 | Role profile

Job description

Job Title: Group Treasury Committee Member of The Riverside Group Ltd (the "Group")

Remuneration: £3,000

PURPOSE

To advise the Board of Riverside Group Limited, charitable registered provider of social housing, on significantly complex or technical treasury matters and make collective recommendations based on strong judgement.

RESPONSIBILITIES:

- Collectively advising the Group Board on matters relating to technical or complicated treasury issues such as financial risk management and mitigation, risk appetite, raising loans and other facilities and associated covenant compliance.
- Scrutiny of treasury strategies for Group subsidiaries and making recommendations for their approval.
- Discharging responsibilities relating to any other treasury issues as directed by the Group Board.
- Upholding the vision of the Riverside Group, and participating in the development objectives that accord with these.
- Regularly attending Committee meetings and participating in discussions and decision-making to achieve Group objectives.
- From time to time attending functions, training sessions and other meetings in the interest of the Group and/or committee.

Person Specification

QUALIFICATIONS
<ol style="list-style-type: none"> 1. A qualification in accountancy, treasury or banking is desirable 2. Membership of a relevant professional organisation (e.g. .accountancy, treasury, banking, investment or actuarial) is desirable
KNOWLEDGE AND EXPERIENCE
<ol style="list-style-type: none"> 3. In-depth expertise of treasury management and/or capital markets with a proven track record of the following: <ol style="list-style-type: none"> a. successfully raising substantial funds through borrowing b. treasury management strategy and policies c. investment policies d. mitigating financial and systems risk (including setting and use of financial instruments) e. loan documentation f. Knowledge of derivative contracts (particularly interest rate contracts) g. systems and controls required to meet statutory and regulatory requirements 4. Significant achievement as a non-executive or corporate board director in a large and complex organisation 5. Understanding of or interest in how a Registered Social Housing Provider operates and the key funding issues affecting the sector
SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Apply their own specialist knowledge appropriately; • Analyse significant amounts of complex information, debating and challenging as necessary; • Assess the risks of proposed courses of action; • Make independent and critical judgments, whilst recognising the need to reach consensus based on compromise; and • Work well as a member of a team, developing and maintaining relationships with other people. • Can support and provide constructive challenge to executives and other committee members <p>Committee members should be people:</p>

- With vision, generating new ideas and perspectives;
- Who govern rather than manage;
- Who are up to date with relevant issues; and
- Who work as part of a team

PERSONAL BEHAVIOUR AND STYLE

- Honest, trustworthy, reliable and respectful;
- Committed to the values of the organisation and the housing sector; and
- Willing to devote the necessary time to their duties.

5 | Terms and conditions

Remuneration

- The remuneration for the role is: £3,000
- All reasonable expenses will be paid

Commitment required

- The Treasury Committee meets as and when needed and this averages two to six meetings a year and occasional the ad hoc meetings for urgent matters
- Members of the Committee will also need to commit to two days per year for induction, appraisal and training/development activities

Please read **Riverside's Code of Conduct for Board and Committee Members** at: <http://www.altairtd.co.uk/job/riverside185>

6 | Recruitment timetable

Recruitment stage	Date
Closing date	10:00am, Monday 3 July 2017
Longlist telephone interviews (Altair)	Middle of w/c 3 July 2017
Shortlisting decision	Thursday 13 July 2017
Online personality profile	After the shortlisting decision
Interviews (Liverpool)	Tuesday 25 July (from Noon)

7 | Further information

For an informal and confidential discussion about the position, please contact our retained advisor at Altair Ltd:

- **Sarah Palmer**, Head of Interim Management and Executive Search at Altair Ltd on 07806 602933 or email: sarah.palmer@altairtd.co.uk

8 | How to apply

To apply for the Group Treasury Committee Member position at Riverside Group Ltd, please go to: <http://www.altairtd.co.uk/job/riverside185> complete our registration form and attach the following documentation (please save your files with your surname first, followed by your first name and a description of the file):

- A **detailed CV** including details of positions held (and dates), size of budgets and teams managed and key achievements
- A **supporting statement** explaining your motivation in applying for this position at Riverside Group Ltd and also addressing how you meet the requirements of Part One of the person specification.
- Full contact details (name, job title, organisation, phone and email) for **two referees**. Please note we will not take up references without your prior permission
- Completed "**Recruitment Monitoring Form**" (a Word version is available on our website) and attached as reference at Appendix 1 of this recruitment pack

The closing date for applications is: **10:00am Monday 3 July 2017** and the role reference code is: **ALT185**.

Your application will be acknowledged and treated with strictest confidence.

Appendix 1 | Recruitment monitoring form

These characteristics have been identified by The Riverside Group as differences that are most likely to result in people being treated unfairly or to require different consideration in how we deliver our services. We understand that the options set out in this form may not cover the diverse range of characteristics with which someone might identify and therefore wherever possible an option is provided to allow self-description.

1. DATE OF BIRTH:			
.....			
2. HOW WOULD YOU DESCRIBE YOUR GENDER IDENTITY? Please tick or describe as appropriate.			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
<input type="checkbox"/>		<input type="checkbox"/>	Non-binary*
<input type="checkbox"/>		<input type="checkbox"/>	Prefer not to say
Self-describe.....			
...			

*do not identify as male or female

3. DO YOU CONSIDER YOURSELF TO BE A TRANSGENDER PERSON? Please tick as appropriate.		
<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>		Prefer not to say
4. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? (a disability is identified as having a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities) Please tick as appropriate.		
<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>		Prefer not to say

If you ticked 'yes', please state whether your disability relates to one of the following:

<input type="checkbox"/>	Wheelchair user	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	Mental health disability
<input type="checkbox"/>	Mobility difficulties	<input type="checkbox"/>	Speech Impairment	<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Learning disability/difficulties	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>	
Self-description:.....					
5. HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION? Please tick or describe as appropriate.					
<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Gay Woman	<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	
Self-description:.....					

6. HOW WOULD YOU DESCRIBE YOUR RELIGION OR BELIEF? Please tick or describe as appropriate.

<input type="checkbox"/>	Christian (all denominations)	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	None	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	

Self-description:.....

7. HOW WOULD YOU DESCRIBE YOUR ETHNICITY? Please circle or describe as appropriate.

White	Mixed	Asian or Asian British	Black or Black British	Chinese of other ethnic group
British	White and black Caribbean	Indian	Caribbean	Chinese
Scottish	White and black African	Pakistani	African	Japanese
Welsh	White and Asian	Bangladeshi		Romany
Northern Irish				Irish Traveller
Irish				Gypsy
European				

Self-description:.....

8. WHAT IS YOUR MARITAL STATUS? Please tick or describe as appropriate.

<input type="checkbox"/>	Single	<input type="checkbox"/>	Partnered	<input type="checkbox"/>	Civil Partnership	<input type="checkbox"/>	Married
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Self-description:.....

Signed:.....

Name (in block capitals):.....

Date:.....

Data Protection Statement: The Riverside Group Limited (TRGL) collects the information you give us on this form to meet our regulatory, statutory and constitutional obligations. This will be used to maintain up to date contact details for administrative purposes such as contacting you regarding expenses, events, training and appraisal. The form and the information it contains will be stored for the length of your tenure as a board member. The Equality and Diversity information is collected to monitor this subject. It is reported annually in an anonymised fashion to the relevant Board. Specific information from section 1 of this form, as recorded must by law and in accordance with regulatory good practice, be kept for the lifetime of the organisation on our (statutory) register. While kept by TRGL the information you provide on this form will be stored securely in accordance with the Data Protection Act 1998 and other relevant legislation and guidance, before being securely destroyed as appropriate.

Recruitment advertising monitoring - Job reference code ALT185

How did you find out about this opportunity?

	Please indicate "YES" as appropriate
Altair e-bulletin	
Altair website	
Approached directly by Altair	
LinkedIn	
Online browsing	
Inside Housing online	
Riverside Group website	
Word of mouth	

Appendix 2 | Recruitment advertisement

Group Treasury Committee Members
Riverside Group Ltd
National remit but head office is Liverpool
Remuneration: £3,000 per annum

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The Treasury Committee meets as and when needed and this averages two to six meetings a year plus occasional ad hoc meetings for urgent matters. Members of the Committee will also need to commit to two days per year for induction, appraisal and training/development activities.

For further information, please click the "Apply" button – you will be transferred to the site of our retained advisor, Altair Ltd, where you will find the recruitment pack. If, after reading the recruitment pack, you would like an informal and confidential discussion, please contact our retained advisor at Altair Ltd: Sarah Palmer, Head of Interim Management and Executive Search on 07806 602933 or email:

sarah.palmer@altairtd.co.uk The closing date for applications is: **10:00am Monday 3 July 2017** and the role reference code is: **ALT185**.